

FBIS REGULATION

8 March 1978

SUBJECT : Retention and Disposition of FBIS Field Bureau Records

RESCISSION: Regulation [] dtd 1 February 1978

1. GENERAL.

- a. The following procedures govern retention and disposition of FBIS records in the field.
- b. Bureau records are defined as either operational or administrative.

2. OPERATIONAL RECORDS

- a. Bureaus will retain Operations and Experimental Logs (Forms 635, 635a, and 635b) for two years.
- b. Records listed below will be kept for 30 days.
 - (1) Non-press intercepts. See [] (Both regulations are currently under review and may be revised.)
 - (2) Teletype copies of all monitored material filed by field bureaus.
 - (3) Operational messages, except those covered by paragraph 2(d) below.
- c. Cruising Reports will be retained for five years.
- d. Bureau Coverage Reports will be retained for one year. Correspondence concerning long-term coverage arrangements will be retained for five years.
- e. Recordings of non-communist broadcasts will be retained for 30 days. Communist broadcasts will be retained for 60 days. (BCC/Caversham retained Communist broadcasts only for 30 days; London Bureau protects FBIS permanent retention policy.) The following exceptions apply:
 - (1) Recordings of "own-voice" speeches or statements by the persons listed below will be held six months then reviewed by the bureaus to determine which should be processed for permanent retention. If available, at least one recording in the voice of an individual covered by the categories (a-d) below should be selected for permanent retention. If more than one recording in the voice of an individual by these

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categories is available, bureaus will select those judged to be of historical or official significance. This procedure applies to the most complete recording of anything said in person by:

- (a) Full members and candidate members of the party Politburo or Presidium of the USSR and the People's Republic of China.
- (b) Prime ministers/premiers and party first secretaries of Albania, Bulgaria, Cuba, Czechoslovakia, Cambodia, German Democratic Republic, Hungary, Laos, Mongolia, North Korea, Poland, Yugoslavia, and Vietnam. For Vietnam, also speeches in the president's own voice should be considered for permanent retention.
- (c) Recording of other communist or world leaders excluded from the categories in (a) and (b) above should be reviewed for permanent retention on merit or on the basis of headquarters request or stated interest on an ad hoc basis. When in doubt, field bureaus should consult Analysis Group.
- (d) Recordings of the actual voice of any non-U.S. person whose identity and topic are judged to be officially or historically significant to the U.S. Government.
- f. Recordings which incidentally include statements by a U.S. person from foreign radio or TV are to be retained no longer than 30-60 days. This includes own-voice or announcer read statements. Recordings of statements by U.S. persons from foreign radio or TV are not to be forwarded to headquarters by field bureaus or given any further dissemination unless directed by Headquarters. Published transcripts will provide the permanent record.
- g. Videotape recordings will be handled in accordance with procedures established for each bureau in coordination with OCR/PSB. Decisions on permanent retention will be made by OCR. Some videotapes may contain audio portions meeting the criteria for permanent retention. These recordings should be processed for permanent retention according to procedures outlined in the attachment.

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3. ADMINISTRATIVE RECORDS

- a. Administrative records are defined as records which document the operation and administration of the field bureaus. They consist of correspondence, reports, cables, teletypes, and other related material. Specific subject categories include: Finance, Logistics, Security, Training, Travel, etc.
- b. Administrative records will be kept according to the FBIS Standardized Filing System.
- c. Bureau administrative records can be disposed of after three years. The following exceptions apply:
 - (1) Real Property Title Records. Send original copy to Headquarters for permanent retention. Keep copy at bureau as long as needed.
 - (2) Original vouchers and T/A's. Retain until audited. Forward to headquarters after audit.
 - (3) Contract Procurement Records. Procurement files concerning transactions valued at more than \$10,000 must be retained for 6 years and 3 months after final payment before destruction is authorized; those concerning transactions valued at \$10,000 or less must be retained for 3 years after final payment before destruction is authorized.
 - (4) Supplemental Personnel Files.
 - (a) Staff Personnel Files. Screen file for any material that should be in Headquarters. Destroy file after employee leaves bureau. On lateral transfers, Administrative Staff will supply appropriate records to gaining bureau.
 - (b) Non-Staff Personnel. Upon resignation, death or retirement forward file to headquarters. For Non-Staff Employees transferring to another Government Agency, make copy of file for gaining Agency and forward original file to headquarters. Files of Non-Staff Employees transferring to another FBIS field bureau should be forwarded to the new Bureau.
 - (c) Bureau Contract Employees. Forward file to headquarters after termination of contract.

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☐ Records of continuing value should be retained until no longer needed.

4. All records that are to be sent to Headquarters should be addressed to the FBIS Registry. Any questions on records material or documents should be directed to the FBIS Records Management Officer.

Attachment:

Procedures for preparation and shipment of recordings

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